91W Transition/Coordinator Update

Program Approval/Reporting Req.

James B. Miller, NREMT-P

US Army EMS Programs Manager

USA EMS Program Approval

- Program Request
- Program Director
- Course Coordinator
- Primary Instructor
- Assistant Instructor Listing
- Curriculum
- Equipment
- Text Books
- Clinical Rotations
- DANTES (NREMT examination administration and security)

Reporting Requirements

- Course Summary Reports
- NREMT Exam Requests
- Program Changes
  - Key Personnel
  - Update Assistant Instructor Roster
  - Curriculum/Schedule
- Quarterly Audits
- Annual Reports

Course Approval Requests

US ARMY EMS PROGRAMS COURSE APPROVAL REQUEST

SPONSORING ORGANIZATION:	**SITE #:**
☒ Active Army ☐ Army National Guard ☐ Army Reserve	**UIC:**

COURSE TYPE:	☒ EMT-Basic	☐ EMT-B Bridge	☐ EMT-B Refresher	☐ EMT-Intermediate	☐ EMT-I Refresher
☐ BTLS Provider	☐ Trauma AIMS	☐ PHTLS Provider	☐ Other		

COURSE DATES:	Start Date:	End Date:
COURSE LOCATION:		
EXPECTED NUMBER OF STUDENTS:		

COURSE COORDINATOR:		
Name/Rank		
Telephone/E Mail		
PRIMARY INSTRUCTOR:		
Name/Rank		
Telephone/E Mail		
COURSE MEDICAL DIRECTOR:		
Name/Rank		
Telephone/E Mail		

TEXT BOOKS NEEDED

QUANTITY	COURSE	STUDNET/INSTRUCTOR TEXT/WORKBOOK/POWER POINT SLIDES
	EMT-B	Emergency Care, 9th Military Edition
	EMT-B	Workbook for Emergency Care, 9th Military Edition
	EMT-B	Instructor Resource Manual, Emergency Care, 9th Military Edition
	EMT-B	Emergency Care, 9th Edition Power Point Slides
	EMT-B BRIDGE	Essentials of Emergency Care, 3rd Edition
	EMT-B BRIDGE	Instructor Resource Manual, Essentials of Emergency Care, 3rd Edition
	EMT-B BRIDGE	Essentials of Emergency Care, 3rd Edition, Power Point Slides
	TRAUMA AIMS	Intermediate Emergency Care, 2nd Edition
	TRAUMA AIMS	Workbook for Intermediate Emergency Care, 2nd Edition
	TRAUMA AIMS	Instructor Resource Manual, Intermediate Emergency Care, 2nd Edition
	BTLS	Basic Trauma Life Support for Paramedics and other Advanced Providers, 4th Edition
	BTLS	Coordinator & Instructor Guide to Basic Trauma Life Support, 4th Edition
	BTLS	Basic Trauma Life Support, Power Point Slides
	PHTLS	Pre Hospital Trauma Life Support, 5th Edition
	PHTLS	Pre Hospital Trauma Life Support Instructors Guide, 5th Edition
	PHTLS	Pre Hospital Trauma Life Support, 5th Edition, Slide Set on CD ROM
		OTHER:

SHIPPING ADDRESS FOR COURSE MATERIALS AND TEXTBOOKS

ORGANIZATION:	

- **Current version dated 13 AUG 03**
- **Available on 91W Web Page**

Course Approval Request

- **Required for ALL courses.**
- **Minimum of 45 days in advance.**
- **For USA and ARNG training sites, text book support provided through OTSG.**
- **When course is approved, US Army and National Course Numbers (if applicable) will be forwarded to Course Coordinator and Course Medical Director.**

Course Administration

US ARMY EMS PROGRAMS COURSE APPROVAL REQUEST

SPONSORING ORGANIZATION:				**SITE #:**	
☒ Active Army ☐ Army National Guard ☐ Army Reserve				**UIC:**	
COURSE TYPE:	☒ EMT-Basic	☐ EMT-B Bridge	☐ EMT-B Refresher	☐ EMT-Intermediate	☐ EMT-I Refresher
☐ BTLS Provider	☐ Trauma AIMS	☐ PHTLS Provider	☐ Other _____		
COURSE DATES:	Start Date:		End Date:		
COURSE LOCATION:					
EXPECTED NUMBER OF STUDENTS:					
COURSE COORDINATOR:					
Name/Rank					
Telephone/E Mail					
PRIMARY INSTRUCTOR:					
Name/Rank					
Telephone/E Mail					
COURSE MEDICAL DIRECTOR:					
Name/Rank					
Telephone/E Mail					

Text Book Support

TEXT BOOKS NEEDED		
QUANITY	COURSE	STUDNET/INSTRUCTOR TEXT/WORKBOOK/POWER POINT SLIDES
	EMT-B	Emergency Care, 9th Military Edition
	EMT-B	Workbook for Emergency Care, 9th Military Edition
	EMT-B	Instructor Resource Manual, Emergency Care, 9th Military Edition
	EMT-B	Emergency Care, 9th Edition Power Point Slides
	EMT-B Bridge	Essentials of Emergency Care, 3rd Edition
	EMT-B Bridge	Instructor Resource Manual, Essentials of Emergency Care, 3rd Edition
	EMT-B Bridge	Essentials of Emergency Care, 3rd Edition, Power Point Slides
	Trauma AIMS	Intermediate Emergency Care, 2nd Edition
	Trauma AIMS	Workbook for Intermediate Emergency Care, 2nd Edition
	Trauma AIMS	Instructor Resource Manual, Intermediate Emergency Care, 2nd Edition
	BTLS	Basic Trauma Life Support for Paramedics and other Advanced Providers, 4th Edition
	BTLS	Coordinator & Instructor Guide to Basic Trauma Life Support, 4th Edition
	BTLS	Basic Trauma Life Support, Power Point Slides
	PHTLS	Pre Hospital Trauma Life Support, 5th Edition
	PHTLS	Pre Hospital Trauma Life Support Instructors Guide, 5th Edition
	PHTLS	Pre Hospital Trauma Life Support, 5th Edition, Slide Set on CD ROM
		OTHER:

- **USA and ARNG Training Sites Only**
- **USAR Training Sites supported thro**
  DIV(IT) or RSC

Shipping Address

SHIPPING ADDRESS	
Organization:	
ATTN:	
Street Address:	
City/State/ZIP	

- Required for Text Books and PHTLS/BTLS Course Materials
- Can be course location if different from organization address.

NREMT Exam Information

FOR NREMT-B Examinations ONLY	
DANTES TCO Name/Phone:	
NREMT Written Exam Date	
NREMT Practical Exam Date	

- **Required for ALL EMT-B courses**
  - **Full Course**
  - **US Army Bridge Course**

- **Advanced level written and practical exams are scheduled and administered by NREMT**

Remarks/Signatures

REMARKS:

We agree that the US Army EMS Programs Manager is the final authority on the conduct of the course requested and must be consulted in writing for approval before any alterations in schedule, curriculum, etc may be made.

Date _____ Course Coordinator _____

Date _____ Course Medical Director _____

Course Request Submission

- **E-Mail**
  - **james.miller4@cen.amedd.army.mil**
- **FAX**
  - **210-221-3142 or DSN 471-3142**
- **MAIL**
  - **US Army EMS Programs Manager**

    3151 WW White Rd, Bldg. 1374, Rm 134

    Fort Sam Houston, TX 78234

EMT Course Approval

- Approved Site
- Course Request to AMEDDC&S
- Key personnel on file
- Course schedule on file

➢ US Army Course Number Assigned

➢ Text Book Requests forwarded to OTSG

Trauma AIMS Course Approval

- Site Approved
- Course Request
- Key Personnel of File
- Course Schedule on File

➢ US Army Course Number Assigned

➢ Text Book Requests forwarded to OTSG

PHTLS Course Approval

- Course Request (no site required)
- Coordinator Credentials – PHTLS-AI
- Medical Director Credentials – ATLS
- Course Schedule/Instructor Roster

➢ US Army/National Course Number Assigned

➢ Text Book Requests forwarded to OTSG

➢ Course Materials Shipped by PHTLS

BTLS Course Approval

- **Course Request (no site required)**
- **Instructors on file with AMEDD Chapter**
- **Course Schedule/Instructors**

➢ **US Army Course Number Assigned**

➢ **Course materials shipped to Coordinator**

➢ **Text Book Requests forwarded to OTSG**

Centralized Fee Payments

US ARMY 91W Transition Training
Course Fee Funding Request

US Army Course Number: *(Required)*		Course Dates:	
Course Coordinator:		Phone:	

Course Type: • NREMT-B • NREMT-B Bridge • PHTLS • BTLS • Other:_____

Rank	Last Name	First Name	MI	SSAN	PMOS[1]	COMPO[2] USA	ARNG	USAR	1st Attempt Since 1 OCT 01	Eligible for Army Central Payment of Fees[4]	Fee Enclosed[5]

1 – (PMOS) Primary MOS. (i.e., 91WY2)
2 – (COMPO) Component. **USA**-United States Army; **ARNG**-Army National Guard; **USAR**-United States Army Reserve
3 – **Y** if this is soldier's 1st certification exam since 1 OCT 01 (applies to NREMT, PHTLS, and BTLS separately), **N** if not.
4 – **Y** or **N** Soldier is eligible if PMOS is **91WY2** and this is the soldier's **first attempt** since 1 Oct 01. If eligible, DO NOT SUMBIT FEE with application
5 – If soldier is ineligible, INCLUDE FEE with application and/or examination.

VALIDATION: I certify the above information has been verified and is correct: _____ Course Coordinator _____ Date

Types of Fees Paid

- **NREMT-B Initial Application Fee**
- **BTLS Advanced Provider Fee**
- **PHTLS Advanced Provider Fee**

Eligibility for Fee Payments

- **USA, USAR, ARNG**
- **91WY2**
- **1st Attempt since 1 OCT 01**

US Army Course Number: *(Required)*		Course Dates:	
Course Coordinator:		Phone:	

Course Type: • NREMT-B • NREMT-B Bridge • PHTLS • BTLS • Other:_____						COMPO[2]					
Rank	Last Name	First Name	MI	SSAN	PMOS[1]	USA	ARNG	USAR	1st Attempt Since 1 OCT 01[3]	Eligible for Army Central Payment of Fees[4]	Fee Enclosed[5]

- **Current version dated 13 AUG 0**
- **Requires Validation Signature**
- **Available on 91W Web Page**

NREMT- B Fee Payments

- **TCO to submit Course Fee Funding Request with applications and exams to NREMT.**
- **List all participants and include payment for soldiers not eligible for centralized fee payment**
- **US Army Course Number Required**

PHTLS Fee Payment

- **Course Fee Funding Request submitted to PHTLS International with end of course documents.**
- **List all participants and include payment for soldiers not eligible for centralized fee payment.**
- **US Army Course Number Required**

BTLS Fee Payment

- **Course Fee Funding Request submitted to AMEDD BTLS Chapter with required end of course documents.**
- **List all participants and include payment for soldiers not eligible for centralized fee payment (money orders to BTLS International ONLY)**
- **US Army Course Number Required.**

Questions??

James B. Miller, NREMT-P
US Army EMS Programs Manager
151 WW White Road, Bldg 1374, Rm. 13
Fort Sam Houston, TX 78234
10-221-5214, Fax 210-221-3142, DSN 47

james.miller4@cen.amedd.army.mil

http://www.cs.amedd.army.mil/91W